

A. Introduction

This position is located within the Office of the Area Director, and serves as the procedural expert and coordination point within the Area for the timely and orderly flow of information and documentation surrounding the implementation, management, and evaluation of a vast array of research monitoring activities. The Area consists of _____ locations, with approximately _____ Research Units, and has a work force of approximately _____ employees (of which approximately _____ are research scientists).

B. Major Duties

Independently coordinates and maintains appropriate documentation on the Current Research Information System (CRIS), research progress reports, and extramural and external funding requests for the Area. Serves as the Area manager and instructor for the Agriculture Research Information System (ARIS). Specifically, the incumbent:

- advises project leaders, research leaders, and other program personnel on proper procedures and documentation requirements for CRIS projects, research plans, extramural and external funding requests, and research progress reports.

- summarizes and makes recommendations for improvement in the documentation to the scientific staff; notifies the scientific personnel when additional information is needed, and follows up to ensure receipt; ensures that packages are complete before forwarding to the Area Director; and brings significant issues in the reports to the attention of the Area Director.

- follows up on and advises scientific personnel on the status of submissions.

- instructs Area personnel on the use of the ARIS system; determines user needs and accordingly assigns appropriate level of access codes to allow access to the system; periodically surveys the needs of users and makes adjustments in the assignment of access; instructs users on changes in methods, procedures, and policies in the software on a continual basis; and trains new system users as needed.

- coordinates funding requests and extramural/external funding issues with appropriate Area Administrative Office staff (Area Budget and Fiscal Officer (ABFO) and Area Procurement Agreements Officer (PAO).

- with input from the AD, identifies appropriate reviewers for research project merit reviews; obtains merit reviews from industry, colleges, universities, private sector organizations, other agencies, and other ARS organizations.

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GS-0344-07

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--participates, in a coordinative role, in research program reviews and workshops; keeps managers and scientists informed of upcoming reviews; and makes presentations related to the procedural requirements of the reporting systems.

--attends Area program reviews and workshops to acquire/maintain a comprehensive knowledge of the substantive nature of operating programs and the interrelationships among program areas.

--consolidates responses on current research activities from the locations in support of requests from the Area Director or higher level management in ARS.

--prepares draft correspondence and nontechnical descriptive summaries of research activities and progress for use in replying to correspondence and other requests for information.

C. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-4: 550 PTS)

A practical knowledge of the Area's organizational and program structure as it relates to the Agency's research objectives.

Knowledge of the research programs existing within the Area to aid in the development of appropriate communications.

Knowledge of procedures and guidelines related to the Research Project Documentation Manual; CRIS document processing; Annual Research Reports and Plans submissions; and research program reviews and/or workshops.

Skill in drafting memos conveying statements of fact or asking specific questions of Area managers and other key officials in the Agency.

Knowledge of Agency filing systems.

Ability to interpret and apply guidelines to questions posed from scientists, management, or secretaries.

Skills in the use of personal computers to access, manipulate, and retrieve information from automated systems.

2. Supervisory Controls (FLD 2-3: 275 PTS)

The incumbent works under the supervision of the Area Director who sets the overall objectives based on Agency needs and priorities. Supervisory assistance is available when implementing new procedures or when novel problems are encountered.

The incumbent is responsible for independently applying operational knowledge in taking action to ensure the smooth operation and quality of the research project documentation system in the Area. The incumbent performs recurring assignments, such as those related to the maintenance of the ARIS database, independently without specific instructions; resolves most procedural conflicts which arise; coordinates the work with others as necessary; and interprets policy on own initiative in terms of established objectives.

The supervisor is kept informed of progress and controversial issues. Work accomplishments are reviewed for technical accuracy and compliance with instructions and established procedures.

3. Guidelines (FLD 3-3: 275 PTS)

Numerous guidelines are available for reference including the current ARS Research Project Documentation Manual; several guides to computerized systems; Directives; and the Agency's 6-Year Implementation Plan.

Judgment in selection and adaptation of existing guidelines to specific situations encountered is required. The incumbent draws on personal judgment, experience, and interpretative capability in applying policies, Directives, and procedures to work assignments.

4. Complexity (FLD 4-3: 150 PTS)

The incumbent serves as the recognized Area procedural expert and focal point for monitoring, coordination, and documentation of the Area's research programs; monitoring and coordination of the Annual Research Reports and Plans process; timing and documentation of logistics surrounding program reviews/workshops; and the flow of all program-related reports.

The incumbent determines on own initiative improved ways of presenting information. Given only general direction, incumbent proceeds on own initiative to use personal knowledge of programs and various available information systems to solve problems related to recurring assignments.

5. Scope and Effect

(FLD 5-3: 150 PTS)

The purpose of the work is to ensure timely, accurate and complete preparation, documentation, and processing of plans, results, and evaluations of the research effort in the Area.

The effect is to provide needed support and coordination for the Area Director in managing the many research programs of the Area.

**6. Personal Contacts and
7. Purpose of Contacts**

(FLD 6/7-2A: 45 PTS)

Contacts include secretaries, Laboratory Directors, Research Leaders, and various personnel (specialized and support) in the Area Administrative Office, the National Program Staff, Administrative Management, and individuals in industry and academia.

Contacts are made to give advice and to answer questions, obtain clarification of facts, trouble-shoot documentation problems, obtain and compile information for reports, follow-up on overdue actions, resolve procedural problems, and relay information when timing or complexity precludes writing memoranda.

8. Physical Demands

(FLD 8-1: 5 PTS)

Work is largely sedentary. Work requires sustained attention to detail; with frequent stress of short deadlines for action. The incumbent's work also requires some standing, bending, and carrying of light items such as books and papers.

9. Work Environment

(FLD 9-1: 5 PTS)

Work is performed in an office setting. The work includes the everyday risks and discomforts typical of offices and meeting rooms.

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D. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other:

TOTAL POINTS = 1,455

GRADE CONVERSION = GS-07 (1,355 – 1,600 pts)

August 12, 1996